

ARMY NATIONAL GUARD TECHNICIAN ANNOUNCEMENT BARGAINING UNIT



**HUMAN RESOURCES
OFFICE**
Washington National
Guard
Building 33, Camp Murray
Tacoma, WA 98430-5130

Announcement number
09-259-ARNG
Opening Date
30 October 2009

Position Title, Series & Grade
Support Services Assistant (OA),
GS-0303-05

APPLICATIONS WILL BE ACCEPTED UNTIL 4:30 ON:

20 November 2009

PD Number:
80206000

SEE NOTE

Location of Position:

CFMO
Camp Murray, WA

Baseline physical

An employment physical may be required within 90 days of employment per OSHA regulation and NGB* *this physical will be used to determine fitness and eligibility for continued employment.

Salary Range:

\$32,718 PA to \$42,534 PA

Website address:

http://mil.wa.gov/jobs/federal_job_ops.shtml

APPOINTMENT FACTORS

Area of Consideration

☒ **Area 1 – In-service Excepted:** All permanent Washington Army National Guard Excepted and Competitive bargaining unit civil service employees, and members with excepted technician re-employment rights to the Washington Army National Guard.

☐ **Area 2 – In-service Competitive:** All presently employed permanent competitive technicians, and members with competitive technician re-employment rights to the Washington Army National Guard.

☒ **Area 3 – In-state Excepted:** All participating members of the Washington Army and/or Air National Guard, including in-service technicians that are not covered by the bargaining unit, and indefinite employees.

☐ **Area 4 – Nationwide Excepted:** Anyone eligible for immediate enlistment and/or commissioning in the Washington Army and/or Air National Guard.

CURRENT BARGAINING UNIT STATUS

☒ **Bargaining Unit**
☐ Non-Bargaining Unit

Appointment Factors:

☐ Officer ☒ **Enlisted** ☐ Warrant Officer

☐ NDS (Competitive)

☐ Permanent ☐ Indefinite ☒ **Temporary***

***This appointment is Temporary, not to exceed 1 year or less, and is subject to termination at any time without use of adverse action or reduction-in-force procedures. A temporary appointment does not confer eligibility to be promoted or reassigned to other positions, or the ability to be noncompetitively converted to career-conditional appointment.**

Military Assignment & Grade Requirements	
CMF: 42, 25 Applicants need not be assigned to the position or possess the MOS to apply or be considered for selection. Selected applicant must be assigned to a compatible Military position and attain MOS within 1 year of appointment action.	Military Grade Available: E-3 to E-6 Please note: Grade Inversion <u>will not be permitted</u> TPR 300 (302.7, change 8 para c)
Permanent Change of Station	
<input checked="" type="checkbox"/> PCS expenses are not authorized <input type="checkbox"/> PCS expenses are authorized <input type="checkbox"/> PCS expenses may not be authorized, however a waiver may be considered if determination is made that payment of PCS expenses would be in the best interest of the Washington National Guard.	
Minimum Requirements for Consideration	
General Experience: Administrative or clerical experience, education, or training which demonstrates the candidate's ability to perform the duties of the position.	
Specialized Experience: Must have 6 months of specialized experience which demonstrates possession of knowledge, skills, and abilities (KSAs) and personal characteristics that are necessary to the successful performance in this position.	
Other Requirements: Must have or be able to acquire a Secret security clearance. All Soldiers, civilian employees and contractor employees who drive Army-owned or leased vehicles must complete the Army Avoidance Course (AAC) training when they start working for the Army.	
The following Selective Placement Factors (SPFs) will be considered in the evaluation process	
Element I – Knowledge of rules regulations and procedures for establishing and maintaining files and records.	
Element II – Skill in the performance of clerical duties.	
Element III – Ability to follow written and oral instructions.	
Element IV – Skill in communicating both orally and in writing.	
Element V – Skill in analyzing data and information, making recommendations, conducting comprehensive evaluations and making presentations.	
SUMMARY OF DUTIES	
This position is located in an ARNG administrative function of an organization. Its purpose is to assist in providing the following services: publications, forms, mail, reproduction, supplies, and records management. Exercises staff and technical supervision over the regulatory publications program. Determines requirements, requisitions and maintains a stock of publications issued by higher headquarters and other agencies. Exercises staff and technical supervision over the forms management program. Approves/disapproves proposed forms, guide letters and form letters after reviewing them, together with their prescribing directive for necessity, use of existing form and adequacy of design. Administers and coordinates the records management (documentation) program. Directs this program in accordance with pertinent regulatory guidance. Operates a mail and message distribution section. Picks up and routes mail to all operating locations. Operates and maintains base reproduction facilities to provide quality product for all users. Maintains logs and records to provide accurate records of all services provided to users. Furnishes policy interpretation and procedural guidance to technical order sub-accounts. Responsible for consolidating, certifying and submitting technical order requirements; and reviews requisitions to ensure minimum essential technical orders and quantities are ordered. Performs other related duties as assigned.	

Employment Conditions

1. Technicians are paid through direct deposit/electronic funds transfer.
2. Males born after December 31, 1959, must be registered with the Selective Service Systems to be employed by the Federal Government.
3. Military Technicians are ineligible for enlistment, retention, and student loan repayment bonuses. Acceptance of a Technician position will terminate these incentives.
4. Military Technicians in the excepted service will wear the appropriate uniform while performing as a Technician.
5. Veteran's preference does not apply to National Guard Technician positions in accordance with Title 32 USC 709 (f)

Only the work Experience and Qualifications/Education you show on the OF612, Resume or SF 171 and SPFs can be used to evaluate your qualifications for this position. Carefully read and comply with instructions contained on the required forms.

HOW TO APPLY

1. Individuals who meet both the General and Specialized experience requirements may apply by submitting the following forms:
 - MIL Form 175 "Application for Technician Vacancy"
 - MIL Form 174 "Chronological Listing of Military Service"
 - OF 306 "Declaration for Federal Employment"
 - SF 181 "Race and National Origin Identification"
 - SF 256 "Self-Identification of Handicap"
 - Response to Selective Placement Factors (SPFs). Response to the SPFs is critical to the evaluative process.
 - One of the following:
 - a) OF 612 "Application for Federal Employment"
 - b) Personal Resume, with original signature or
 - c) SF 171 "Personal Qualification Statement". Whatever form is used, please only list experience related to the position you are applying for. IT IS CRITICAL THAT YOU LIST DATES (MM/YY) OF YOUR EXPERIENCE.
 - Crediting National Guard Experience: National Guard service may be credited as full-time experience when evaluated against the qualification requirements for a military technician position. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND DUTIES MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. The level of experience will be determined by the actual duties and responsibilities performed.

(Please note: Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the data is provided, accurate, and complete. Only the experience and qualifications you show on the OF 612, Resume, or SF 171 can be used to evaluate your qualifications for this position).

****To obtain forms online go to:** http://mil.wa.gov/jobs/federal_job_ops.shtml

****Mail or Hand Deliver** forms to: HRO Attn: Staffing Section
Building 33, Camp Murray
Tacoma, WA 98430-5130

(Faxed and Scanned copies will not be accepted)

2. **INCOMPLETE APPLICATIONS or those received after the closing date WILL NOT BE CONSIDERED AND WILL BE RETURNED.**
3. College Transcripts MUST be submitted for professional positions or when substituting education for experience.
4. Applications will not be returned. Please make a copy of your application prior to submitting it to HRO.
5. **EQUAL OPPORTUNITY:** This position will be filled without regard to race, color, religion, age, gender, or any other non-merit factor consideration, selection, and placement of applications will be in accordance with Washington National Guard Placement & Merit Promotion Plan, WAARNG Regulation 690-4/WAANG Instruction 36-1010.

For additional information: HRO STAFFING SECTION
Phone (253) 512-7835
DSN 323-7835